



INDIANA DEPARTMENT OF HOMELAND SECURITY

INDIANA EMERGENCY RESPONSE COMMISSION (IERC) TIER II UPDATE REPORT



MAY 31, 2016

LOGIN TO SYSTEM



Indiana Emergency Response Commission
Phone :855-246-0065

Online TIER II MANAGER™

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In

Username

Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)


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Version: 5.2



SELECT ACTIVE FACILITY # IN BLUE

 PHONE 855-246-0065

Log Out

HomeFacilitiesIncident ReportsMy AccountBilling

Regulations

Continue

Welcome to the Indiana Hazmat Reporting System

The Indiana Emergency Response Commission is responsible for the collection and maintenance of Indiana's EPCRA notifications and reporting of sections 302, 311 and 312 (Tier II). The purpose of this online reporting portal is to provide State and local officials with specific information on hazardous chemicals present at your facility for use in emergency preparedness planning and emergency response.

From January 1, 2016, Indiana facilities must submit their EPCRA sections 302, 311 and 312 reports using this online reporting system. Updates can also be submitted at any time during the year.

Submission of the Tier II report form by facilities that meet the reporting requirements established under Section 312 of SARA Title III is required. Specifically, facilities are required to report their possession of Extremely Hazardous Substances (EHS) stored at 500 pounds or the Threshold Planning Quantity (TPQ), whichever is less. In addition, facilities must report any hazardous chemical for which a Safety Data Sheet (SDS) is required under the OSHA Hazard Communication Standard, and which is stored in the amount of 10,000 pounds or more. For more information on the list of EHS and their TPQ, or to obtain more information on the reporting requirements, please review the information available on the Indiana Emergency Response Commission website at <http://in.gov/dhs/2362.htm>.

IMPORTANT: You must submit a 2015 ANNUAL to complete your submission for this year! (Submitting a 2016 UPDATE does not meet the requirement).

If you have any questions or need assistance, please contact SARA Program Manager at saratr2@dhs.in.gov or 855-246-0065.

Recent Submissions

2015 Tier II Annual, PawPalace Completed 05/26/2016

Facility Status Summary

	Active	Inactive
Facility	1	0

Billing Summary

Total Amount Due : 0.00

Incident Status



SELECT FACILITY NAME IN BLUE

[Home](#) [Facilities](#) [Incident Reports](#) [My Account](#) [Billing](#)

Active Facilities

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Add New Facility

Facility ID	Company Name	Facility Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility Name	Address	All		City	LEPC	Fire Department	All	All	
110504	Puppy Playhouse	PawPalace (ID: 110504)			Active		County LEPC	FD	Active	Inactive	2015 Tier II Report Annual (05/26/2016)(Completed)

Total Results:1 Rows per page 10



SELECT “ADD A NEW ANNUAL/REVISION/UPDATE REPORT”

PawPalace (Facility ID: 110504)
United States
Status: Active Type: Facility

Change Facility Status

Reports

Add a New Annual/Revision/Update Report

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
5661	2015 Tier II Report Annual	Completed	Krystal Hackney	05/26/2016 08:23:34 AM	Online	

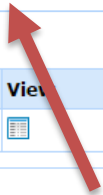
302 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

311 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						


Back to List of Facilities



UPDATE REPORT



SELECT “Tier II Report (312 Annual Report)” and “Update for 2016” then “Proceed”



Indiana Emergency Response Commission
Phone : 855-246-0065

Online **TIER II MANAGER™** Tier II Reporting Year : 2015
Welcome Krystal, Puppy Playhouse Last Login: 05/26/2016, 08:06 AM
[Log Out](#)

HomeFacilitiesIncident ReportsMy AccountBilling

Start a New Report

PawPalace (Facility ID: 110504)
[Redacted] United States
Contact: 317-234-9696
Type: Facility

Choose a Report Type (click on button next to selection)

☒ Tier II Report (312 Annual Report)

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.

☐ 302 Reports

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ).

☐ 311 Reports

Section 311 requires facilities that have SDSs for chemicals held above certain quantities to submit either copies of their SDSs or a list of SDS chemicals to SERC, LEPC, and local fire department.

Choose a Report Class (click on button next to selection)

IMPORTANT: You must select ANNUAL for 2015 to complete your requirements this year!

☐ Annual for 2014

Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year**.

☐ Revision


Revisions should be submitted to correct errors or omissions in already submitted reports.

☒ Update for 2016

Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**.

Cancel

Proceed

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[Back](#) Edit Report Homepage for **PawPalace** (ID: 110504) [List Submissions](#)

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ⚠ 0 Notes

Report [Print Report](#)

2016 Update Tier II Report(PawPalace) - 5662

Submission Status : Initiated **Status Date :** 5/26/2016
Last Updated : 5/26/2016 **Submission Type :** Online
Submitter Username : Krystal Hackney [khackney1]

Step 1: Review Facility Information [Edit](#)

Facility ID	110504	LEPC	County LEPC
Facility Name	PawPalace	Lat/Long	
Company Name	Puppy Playhouse	Maximum Number of Occupants at one time	5
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	
Inactive as Of		NAICS	812910
Physical Location		SIC Code	
County		Dun & Brad No	
Fire Department			
Additional Fire Departments responding to this Facility			
Site Phone			
Manned	Yes		
Owner/Operator	Puppy Playhouse, 123 N Easy St, Indiana, United States		

Facility Identification

PawPalace (Facility ID: 110504)

Contact: 317-234-9696, United States
Type: Facility

Location & Nature of Business ✓ Owner/Operator ✓ Mailing/Billing Address ✓

Facility Name *	Company Name *	Facility ID
PawPalace	Puppy Playhouse	110504
Street 1 *	Street 2	
Country *	City *	
United States		
State *	Zip Code *	
Indiana		
County *		
Latitude (in decimal degrees) *	Longitude (in decimal degrees) *	
Get Coordinates in Decimal Degrees	DMS Conversion Tool	
LEPC *	Fire Department *	
County LEPC		
Other Fire Departments responding to this site		

NAICS *	Nature of Business
812910	
Search NAICS	
Manned/Unmanned *	Maximum Number of Occupants at one time *
<input checked="" type="radio"/> Manned	5
<input type="radio"/> Unmanned	
Dun & Brad No	
Number of Full Time Employees	
SIC Code	
Search SIC	

[Cancel](#) [Save](#)

AT THE EDIT
REPORT
HOMEPAGE
EDIT AND
SAVE EACH
STEP TO GET
GREEN
CHECK
MARKS

SITE PLAN MAP UPDATE

**ON STEP 5 SELECT “REMOVE” TO REMOVE THE OLD SITE PLAN MAP
THEN SELECT “CHOOSE FILE” TO ADD NEW SITE PLAN MAP
THEN SELECT “SAVE”**

Attachment	File	Browse File to Upload
Site Plan (Map) *	Site Map Plan Example.png (Remove)	<input type="button" value="Choose File"/> No file chosen
Site Coordinate Abbreviations		<input type="button" value="Choose File"/> No file chosen
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen
Facility Emergency Response Plan		<input type="button" value="Choose File"/> No file chosen

** Siteplan required for Annual and Revision submission(s).

Attachment	File	Browse File to Upload
Site Plan (Map) *		<input type="button" value="Choose File"/> No file chosen
Site Coordinate Abbreviations		<input type="button" value="Choose File"/> No file chosen
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen
Facility Emergency Response Plan		<input type="button" value="Choose File"/> No file chosen

** Siteplan required for Annual and Revision submission(s).

CERTIFY REPORT



ON EDIT REPORT HOMEPAGE SCROLL DOWN TO STEP 6

Back

Edit Report Homepage for PawPalace (ID: 110504)

List Submissions

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

0 Notes

Print Report

Report

2016 Update Tier II Report(PawPalace) - 5663

Submission Status : Initiated

Last Updated : 5/27/2016

Submitter Username : Krystal Hackney [khackney1]

Status Date : 5/27/2016

Submission Type : Online

Step 1: Review Facility Information

Edit

Facility ID

110504

Facility Name

PawPalace

Company Name

Puppy Playhouse

Facility Status

Active

Inactive Reasons

Inactive as Of

Physical Location

United States

County

Fire Department

FD

Additional Fire Departments responding to this Facility

Site Phone

317-234-9696

Manned

Yes

Owner/Operator

Puppy Playhouse, 123 N Easy St, Indianapolis, IN 46402-, United States

LEPC

Lat/Long

Maximum Number one time

Facility Type

Nature of Business

NAICS

SIC Code

Dun & Brad No

Step 2: Review Chemical Inventory

Total: 1 EHS: 1 EHS>TPQ: 0

Step 5: Review Attachments

Edit

Description	File	File Type
Site Plan	Site Map Plan Example.png	image/png
Site Coordinate Abbreviations		
Safeguard Measures		
Facility Emergency Response Plan		

Step 6: Submit Report

You are almost done!

If you want to make any more Changes, Click Edit above for the section(s) you want to change. Click the "Continue" button to proceed. Read notes on the next page to see if there are more requirements.

Once you click on the "Continue" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
- The submission process will include payment of any fees due. You will need a credit card or account/routing info (you can pay online by credit card or ACH) for payment.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List Submissions screen, and complete the submittal process.

If you are ready, click on "Continue" to complete the submission process.

CONTINUE

Cancel Report

(This will discard all Report data)

SELECT “CONTINUE” TO COMPLETE AND CERTIFY REPORT

— Step 6: Submit Report You are almost done!

If you want to make any more Changes, Click Edit above for the section(s) you want to change. Click the "Continue" button to proceed. Read notes on the next page to see if there are more requirements.

Once you click on the "Continue" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
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- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List Submissions screen, and complete the submittal process.

If you are ready, click on "Continue" to complete the submission process.

**CONTINUE**

[Cancel Report](#) (This will discard all Report data)



SELECT BOX TO CERTIFY REPORT THEN REVIEW CERTIFIER'S INFORMATION THEN SELECT "SUBMIT" TO COMPLETE REPORT

Certify Report

PawPalace (Facility ID: 110504)

2016 Tier II Report Update

Contact: 317-234-9696

Type: Facility

Certification and Attestation: I certify under penalty of law that I have personally examined and am familiar with the information and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. The undersigned attests, subject to the penalties for perjury, that the undersigned is the Owner or Operator of this facility, or that the undersigned is the properly authorized representative, agent, member or officer of the Owner or Operator. I agree, and it is my intent, to sign this Tier II emergency and hazardous chemical inventory form ("Tier II Report") by accessing the Indiana Emergency Response Commission Online Tier II Manager™ portal using the secure password assigned to me and by electronically submitting this Tier II Report to the Indiana Emergency Response Commission. I understand that my submission of this Tier II Report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Tier II Report and the above Certification and Attestation.

Please preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative *

Official Title *

Krystal Hackney

Specialist

Telephone Number *

Date *

317-234-9696

05/26/2016

Cancel

Submit

Developed By

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Indiana
A State that Works

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SARA Program Contact Information

- State program webpage: www.in.gov/dhs/3893.htm
- Tier II Manager webpage: www.tier2.dhs.in.gov
- Email: SARATr2@dhs.in.gov
- Toll-free number: (855) 246-0065
- SARA Program Specialists (317) 234-9696
Krystal Hackney khackney@dhs.in.gov
Marc Torbeck mtorbeck@dhs.in.gov